



## Room Hiring Terms and Conditions

The Hirer agrees:

1) The Hirer is over 18 years of age.

2) The Hirer shall not use the Premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

3) The Hirer is requested to ensure that good order is kept in the Premises and its environs at all times during the hiring. The UMTA reserves the right to halt any function not properly conducted. Alcohol is not allowed to be brought onto or consumed in the UMTA Premises. Smoking is not permitted anywhere in the UMTA Premises. No posters or advertising may be placed anywhere on the UMTA Premises, without the express permission of the UMTA leadership. Posters and advertising placed without permission will be removed.

4) The Hirer is responsible for the security of the Premises and persons in it during the hire period. The Hirer shall ensure that only authorised persons are allowed access to the Premises. The Hirer is responsible for the orderly and safe admission and departure of all guests and the efficient supervision of the Premises during the function. The Hirer shall provide suitable numbers of Stewards and ensure that assistance is available at all times for those attending the activity organised by the Hirer, particularly disabled persons.

5) The Hirer shall ensure that there are no obvious fire or other hazards jeopardising the safety of any person or which could cause damage to the Premises or surrounding buildings. The Hirer shall ensure that doors are not to be wedged open, nor corridors blocked. The Hirer shall ensure that all exit doors from the Premises are kept unfastened and exit routes left unobstructed during the activity hosted by the Hirer. Flammable substances shall not be brought into or used in any portion on the Premises or surrounding buildings. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the UMTA leadership. The Hirer shall ensure that responsible persons are instructed and available at all times to operate the fire alarm system, and the fire extinguishers, and to conduct an evacuation procedure. The Hirer is requested to visit the Premises prior to the hire date, to see Fire Alarm Points, Fire Exits and Fire Extinguishers in the area of hire. The UMTA Premises must be maintained at all times to ensure speedy and safe evacuation in the event of fire.

6) The Hirer will not bring into, set up in, or attach to the Premises or surrounding buildings, any fittings, decorations, furnishing, equipment, electrical appliances or additional lights, nor make any extensions to the electrical installations of the premises, without prior written consent of the UMTA leadership. Any such additions to facilities must be made safe in all aspects. The Hirer shall ensure that any electrical appliances brought by them to the Premises or surrounding buildings and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. No electric or gas fires or heating equipment of any description is allowed into the Premises.

7) The Hirer must report all accidents involving injury to visitors to the UMTA leadership as soon as possible and complete the relevant section in the UMTA accident book (available at the Reception desk). Any failure of equipment belonging to UMTA must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Hirer should familiarise themselves with these regulations in the event of an accident or injury.

8) The Hirer shall ensure that nothing is done on or in relation to the Premises in contravention of the law relating to gaming, betting and lotteries.

9) If licences are required, the obtaining of the requisite licence is the responsibility of the Hirer and the Hirer shall indemnify the UMTA and keep it indemnified in relation to any liability in this respect.

10) If food is to be prepared or served and/or if the kitchen is to be used, the Hirer becomes responsible for correct Health and Safety practices under the Food Safety Act of 1990 and any subsequent related regulations. If professional caterers are employed (i.e. if a charge is to be made to the Hirer for catering services), their names and addresses must be supplied to the UMTA if so requested. The kitchen must be thoroughly cleaned upon completion, and all waste foods / materials must be completely cleared off the Premises and grounds. The UMTA reserves the right to levy a cleaning charge (deducted from the security deposit or claimed against the Hirer) if this is not done.

11) No copyright material is to be used unless licence has first been obtained.

12) Should it be necessary for UMTA to make a key of the premises available to the Hirer, such key will be handed to the Hirer on the date and time agreed between the Hirer and the UMTA leadership. The Hirer must agree to return the key after use of the Premises, as instructed by the UMTA leadership. The Hirer will be responsible for the key and will be asked to pay for a replacement should it be lost.

13) If the Hirer's activities involve children, then the Hirer is required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm and that all appropriate children's statutes and child protection guidelines are complied with. The Hirer must adhere to the UMTA Child Protection procedures and recommended good practice (please ask the Head Teacher for details) as well as National requirements.

- 14) The Hirer shall protect and keep covered employees, volunteers, agents and invitees against,
- a) the cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises, loss of revenue from any damage and any consequential loss.
  - b) all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the Premises (including the storage of equipment) by the Hirer.
  - c) all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the Premises by the Hirer.

The Hirer shall take out adequate insurance (if applicable) to insure the Hirer, its visitors, invitees and any third party against all claims arising as a result of the hire. On demand the Hirer shall produce the policy and current receipt or other evidence of cover to the UMTA. Failure to produce such policy and evidence of cover will render the hiring void and enable the UMTA to re-hire the premises to another hirer. In these circumstances the deposit may be forfeit.

- 15)
- i) Times of hire stated on the schedule must be adhered to. Times of booking are deemed to include setting up / clearing away of rooms. Hirers should ensure that they have allowed time for this in order that they have vacated the Premises within their hire time.
  - ii) All windows must be closed, and all doors locked prior to departure from the Premises.
  - iii) All chairs and tables must be returned to where they were found and /or re-stacked in the correct manner. (NB There is a right and wrong way to stack the chairs - please ask if you are not sure)
  - iv) The Hirer shall be responsible for leaving the Premises in a clean and tidy condition. All rubbish must be cleared and taken away from the Premises and its environs. No rubbish is to be left in the UMTA corridors.
  - vii) All equipment must be restored to its original position at the end of the hire period, after cleaning has been completed.
  - viii) Any electrical extension leads shall be switched off and unplugged when the premises are vacated.
  - ix) Heating and lights must be turned off at the end of the hire unless otherwise agreed. The heating in the UMTA will be set to 18c (on the UMTA's thermostat) and must not be altered without permission from the Administrator.
  - x) The Premises and the Premises contents and fixtures and fittings must be returned to the UMTA in the same condition as they were hired in.
  - xi) The Hirer is to remove all items relating to their hire at the end of the hire period and store it safely (if permission is sought to store items on the premises).

A breach of any of items i) to xi) by the Hirer may cause the UMTA to make a charge. This charge will be deducted from the security deposit, and if the sum exceeds the security deposit, or no security deposit has been taken, the Hirer will be responsible for the unpaid charge.

**It is agreed:**

The UMTA will hire the Premises to the Hirer at the times and for the cost specified below.

UMTA may require the Premises at short notice. Although such an event would be rare, UMTA cannot be liable for compensation or otherwise, although the Hirer can be assured that every attempt would be made to find alternative accommodation for the Hirer. In that event any payment and / or cost of hire will be returned and the UMTA will be under no further liability to the Hirer. The Hirer should note that the UMTA reserves the right to cancel the booking at any stage, if it becomes apparent that the event is contrary to the information disclosed on the booking form.

UMTA shall not be liable for any loss due to failure in supply of electricity, gas, leakage of water or fire, government restriction or any other sudden matter, which may cause the Premises to be closed or the hiring to be interrupted or cancelled.

UMTA accepts no responsibility for any loss or damage, including personal injury and loss of life, resulting from the Hirers activities or from the storage of equipment belonging to the Hirer.

This contract constitutes permission only to use the Premises and confers no tenancy or other right of occupation on the Hirer.

**Rooms for hire (Tick, if applicable)**

| Aaishah room 1 | Aaishah room 2 | Kitchen | Assembly room | Aboo Bakr room | Tuition room | Meeting room |
|----------------|----------------|---------|---------------|----------------|--------------|--------------|
| £12 p/h        | £15 p/h        | £10 p/h | £15 p/h       | £15 p/h        | £5 p/h       | £10 p/h      |

**Total cost for hire (if applicable):**.....

**Signed by the Hirer:**.....

**Please print name:**.....

**Date:** .....

**Signed On Behalf of UMTA:** .....

**Please print name:** .....

**Date:** .....

Please note that we may need to vary terms of this contract at any point in time, but reasonable prior notice will be given to all hirers.